



## Attendance Policy Reviewed April 2017

### INTRODUCTION

Good attendance and punctuality at school is important and ensures continuous learning. Our school encourages good attendance through making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils.

### *Attendance procedures*

#### **Registration**

It is important that pupils are punctual and arrive prepared for the day's learning. Registration takes place twice each day. Morning registration begins at 8.50am and afternoon registration begins at 1.00pm.

Registers are marked electronically using the school's SIMS system. In the event of electronic failure, paper registers are used.

Children arriving between 9.00 and 9.15am are required to enter through school through the front door so that the school business manager can then mark them as late. Pupils who are persistently late, will be considered in the same way as others with patterns of persistent absenteeism.

#### **Reporting of Absence**

It is the duty of parents / carers to inform the school if a child is to be absent from school. Parents / Carers are asked to do so by 8.50am each day that a child is unwell and will not be attending school. Planned absences due to medical appointments should also be communicated to the school. It is recommended that any such appointments be made outside of school hours, if at all possible.

Following the closure of registration, if a child is absent without reason, parents are immediately contacted by office staff, as part of the school's safeguarding procedures. Where pupils are absent on consecutive days and parents have not informed school each day that the illness is ongoing, the school will contact parents / carers on each day of absence, as part of its safeguarding procedures. The school continues to pursue 'N' absence codes until a satisfactory reason is provided. If no reason is given prior to the termly census collected by the Local Authority, the absence will be deemed unauthorised and will appear on the child's record as such.

#### Absence can only be authorised if:

- the pupil is ill or attending a medical appointment
- the pupil is absent with leave having been granted by the school



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- there is a family bereavement
- the pupil is attending a religious festival

### Unauthorised absence is when:

- no explanation is forthcoming from the parent / carer
- the school is dissatisfied with an explanation
- the pupil is absent for unexceptional circumstances such as birthdays, shopping trips or holidays.

### **Roles and Responsibilities**

#### The Headteacher will ensure that:

- Pupils are registered accurately and efficiently.
- Parents or carers are contacted when reasons for absence are unknown or unauthorised.
- School attendance statistics are reported to the LA and governing body.
- The LA officer is provided with registers of attendance and supports in following up long term absences.
- Pupils absent for long periods of time because of ill-health receive appropriate learning support.
- Improvement plans are implemented for pupils who's attendance is concerning.
- Support is sought from appropriate agencies, e.g. the preventative services team in order to effect an improvement in attendance for pupils giving cause for concern.
- Data is shared with the LA Attendance Officer, as requested.

#### The Learning Mentor will ensure that:

- A reward system for good attendance is implemented.
- Pupil attendance and lateness are monitored regularly.
- Any attendance giving cause for concern is raised with parents / carers
- Persistent absenteeism (pupils whose attendance falls at or below 90%) is monitored closely and an improvement plan is implemented jointly with parents / carers.

#### All teachers will ensure that:

- Registers are completed accurately and promptly.
- Attendance rates are shared with parents at parent consultation meetings.
- They promote good attendance by liaising with parents when a pupil's attendance



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falls below 93%.

- They inform the Learning Mentor if there is a problem that may lead to absences.

### All parents / carers are expected to:

- Ensure children attend school regularly and punctually.
- Inform the school office of the reason for any absence by 8:50am on the first and subsequent days of absence.
- Discuss planned absences with the school in advance.
- Work closely with the school to resolve any concerns regarding their child's rate of attendance.

### Recording and use of Absence Data

School will monitor each pupil's termly attendance and will adopt the following policy:



Child's attendance is below 90%. Parents/carers are invited to a meeting in order to discuss reasons for absences, and to plan to improve attendance within a specified time limit, usually 4 weeks. Should difficulties persist, a referral will be made to the Prevention Service.
Child's attendance is between 90% and 93%. Pupils are monitored closely and parents are informed in writing that their child's attendance rate is giving cause for concern
Child's attendance is between 93% and 100%. Attendance awards will be rewarded at the end of each term for the class with the highest attendance.

After 4 weeks if a child's attendance has not improved and where pupils' attendance causes concern, this will be shared with Educational Social Workers. In some cases the school will actively work with families, through a range of support, to ensure that children are in school and children's attendance is at least **93%**.

Attendance figures will be monitored half termly by the Learning Mentor and reported termly to parents and any information is passed on when pupils transfer to other schools.

### Request for leave during term time

We aim to publish and circulate, as soon as possible, dates of school holidays and non-contact days, so that parents have this information for forward planning and booking holidays. Please refer to **request for leave during term time policy**.

### Absences for part of the day



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From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.

Parents are informed that they should not send children to school who seem unwell.

Pupils who are ill are often very distressed and illnesses are quickly spread.

### **In the event of School Closure**

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes place we will refer to the policy for **school closure due to adverse weather.**